

OFFICE OF FINANCE

Manually Produced Reports--Within the Office of Finance

	<u>Number of Reports</u>	<u>Estimated Annual Cost</u>
Office of Finance	6	\$ 8,688
Accounts Division	28	29,323
Certification and Liaison Division	13	3,162
Compensation and Tax Division	8	1,467
Industrial Contract Audit Division	11	39,223
Monetary Division	5	1,323
Policy and Planning Staff	12	48,859
Proprietary Systems and Accounts Division	14	11,388
Support Staff	<u>21</u>	<u>1,849</u>
 TOTALS	 <u>118</u>	 <u>\$ 145,282</u>

OFFICE OF FINANCE

<u>Title of Report</u>	<u>Annual Cost</u>
✓ Program Plan - Five Years	\$ 1,568.11
✓ Financial Management Improvement Report	1,144.87
Report of Significant Accomplish- ments (to DDS)	2,045.51
Report of Records Destroyed	352.06
Annual Inventory of Records-- Form 138	656.93
Weekly Activity Report to DDS	<u>2,920.24</u>
TOTALS	<u><u>\$ 8,687.72</u></u>